**CITY OF BURBANK**

# CIVIL ENGINEERING ASSISTANT

## DEFINITION

Under supervision, to perform beginning level professional civil engineering office and field work; supervise para-professional staff; and to do related duties as required.

## ESSENTIAL FUNCTIONS

Gathers and organizes data and prepares designs, plans, estimates, reports, and specifications for the construction, alteration, and maintenance of a variety of civil engineering projects; prepares plans and profiles, makes quality estimates, establishes tentative line and grade, ascertains drainage area and computes run-off velocity and quantity of flow, designs various structures following design standards, computes stationing and checks plans for clearance with existing and proposed improvements and substructures; reviews designs of staff assigned to perform detail drafting and computations; analyzes proposed improvement bids; investigates project engineering feasibility and cost; designs storm drains, water mains and sewers; designs booster stations, site improvements, small structures and reservoirs, performs hydraulic system analysis; locates catch basins and makes hydraulic calculations; performs field engineering; gathers and compiles field data for planning and construction of water, electric utility and general plant facilities; reviews and approves permits or clearances for construction of utilities or other improvements; prepares estimates for quantities and cost of materials; prepares job schedules; establishes field line and grade for pole line and underground construction crews; reviews water consumer applications and makes recommendations for consumer facilities; prepares records and various reports which are required for engineering assignments; drives on City business.

## MINIMUM QUALIFICATIONS

**Employment Standards:**

- Skill in - principles of civil and structural engineering; drafting and survey methods.

- Ability to - apply civil engineering principles to the solution of specific problems involving structural and hydraulic analysis, mathematics, engineering construction methods, maintain effective working relationships with supervisors, fellow employees, and the public; utilize computers in the performance of complex calculations.

**Education/Training:** A B.S. degree from an accredited college or university with major course works in civil engineering.

**License & Certificates:** A valid California Class “C” driver’s license or equivalent at time of appointment.

## SUPPLEMENTAL INFORMATION

**Desirable Qualifications:** Certification as an Engineer-in-Training by California and proficiency in AutoCAD.